

**Maine EMS Examination Committee Meeting
Tuesday, March 18, 2003
Maine EMS Conference Room, Augusta**

Minutes

Present: J. Vaniotis – Chair, G. Utgard, K. Roderick, D. Gilman, T. Norsworthy, T. Coleman, J. LeBrun

Absent: B. Hawkes, R. Doughty

Staff: D. White

1. Call To Order - The meeting was called to order at 9:41 a.m.

D. White indicated that B. Hawkes and R. Doughty had notified Maine EMS that they would be unable to attend.

A. Assign Timekeeper – T. Norsworthy

B. Additions/Deletions to the Agenda – Missing Exam Booklet (Old Business – White)

2. Minutes – February 18, 2003, meeting minutes - review for acceptance

The minutes of the February 18, 2003, meeting were reviewed

Motion: To accept the minutes of the February 18, 2003 meeting. (LeBrun; Gilman - motion carries).

3. Old Business

A. Exam Administration Manual (EAM)

D. White distributed CDs containing final drafts of the EAM in MS Word and PDF format. Consensus was to have committee members make comment by the April meeting.

The committee also decided that the EAM on the web would be in PDF format.

D. White reported that he would present the Ops Team with the new Exam/Licensing form for final review for implementation.

He also indicated that Maine EMS is planning to discontinue scanning of exam applications as of April 1, 2003. This will mean that regional offices will mail NREMT information directly to the

Registry vs. sending them to Maine EMS. The regional offices will be informed of the scanning discontinuance once information has been received from the Registry about exam results turnaround times.

J. Lebrun suggested that regions may want to standardize the sequence by which exams are administered. She stated that Tri County EMS (TCEMS) requires that a candidate successfully complete the State practical exam before being allowed to take the written exam. She stated that committee members may want to bring the issue to their respective regional coordinators for discussion at an Ops Team meeting

The question arose as to what the NREMT would do in the case of a candidate who successfully passes the written exam, but fails the practical exam (i.e. what does NREMT do with the paperwork once it is received by the Registry). The question was raised as the committee looked at ways to streamline the process for handling NREMT paperwork. D. White will check with the Registry.

B. SMTC Comparison of Intermediate Exams – Tabled

C. Old Business – Other – Student Handbook

Staff reported that the Ops Team, at their March meeting, had dusted off the student handbook idea. Ops team members were to review the outline created by J. LeBrun and discuss the issue at the April 2003 meeting.

Information to be included from the Exam Committee is:

- Americans With Disabilities Act (ADA) information and Accommodation Request form.
- Practical and Written Exam Information (currently contained in the exam application)
- Skill sheets (or hyperlinks thereto)
- Exam application (or hyperlink thereto)

D. Other – Missing Exam Booklet

D. White updated the committee on the missing exam booklet and the steps being taken to address the matter.

4. New Business

A. Next Steps

- a. Exam – Written Exam Process
- b. Examiner Training
- c. Exam Administrator Training
- d. Other

The committee discussed the direction to take now that the EAM is nearing completion. D. White passed out the minutes from the 1999 Exam Committee retreat that took place at Maple Hill Farm in Hallowell. The committee reviewed this document the following was discussed:

- D. Gilman stated that the retreat information should be reviewed to see what topics are still current, what topics should be deleted and what topics should be added.

He went on to state that the Board should have a clear philosophy regarding its examination process so that any work proposed is in line with the Board's philosophy.

J. LeBrun gave a historical account of the committee and its original charge by the Board in 1987 to create written exams and standardized processes and requirements for exams. She indicated that exams have always been based upon assessing minimal competencies needed in order to be a licensed EMS provider. She also indicated the system's position that the state exams are an evaluation instrument and not a feedback mechanism (i.e. candidates are not allowed to review the questions they answered incorrectly).

It was suggested that the committee deals primarily with process and that the Board be requested to create an exam philosophy. Creation of a philosophy is a time consuming process, that may not be practical for the Board to address at this time.

D. White stated that each time the exam committee goes to the Board with a proposal or information, it is, in effect, checking in with the Board's (current) philosophy. White stated that to him the core philosophy of examination is to ensure public safety.

At the end of a lengthy discussion, members requested that the chair write a letter to the Board regarding the committee's accomplishments and requesting the Board give the committee direction as to the Board priority. J. Vaniotis will draft the letter.

5. Next Meeting

The next meeting will be held on April 15, 2003.

A. Set Agenda - Next agenda to include:

- ◆ SMTC Comparison of Intermediate Exams
- ◆ Student Handbook
- ◆ Next Steps

6. Adjournment - The meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Drexell White